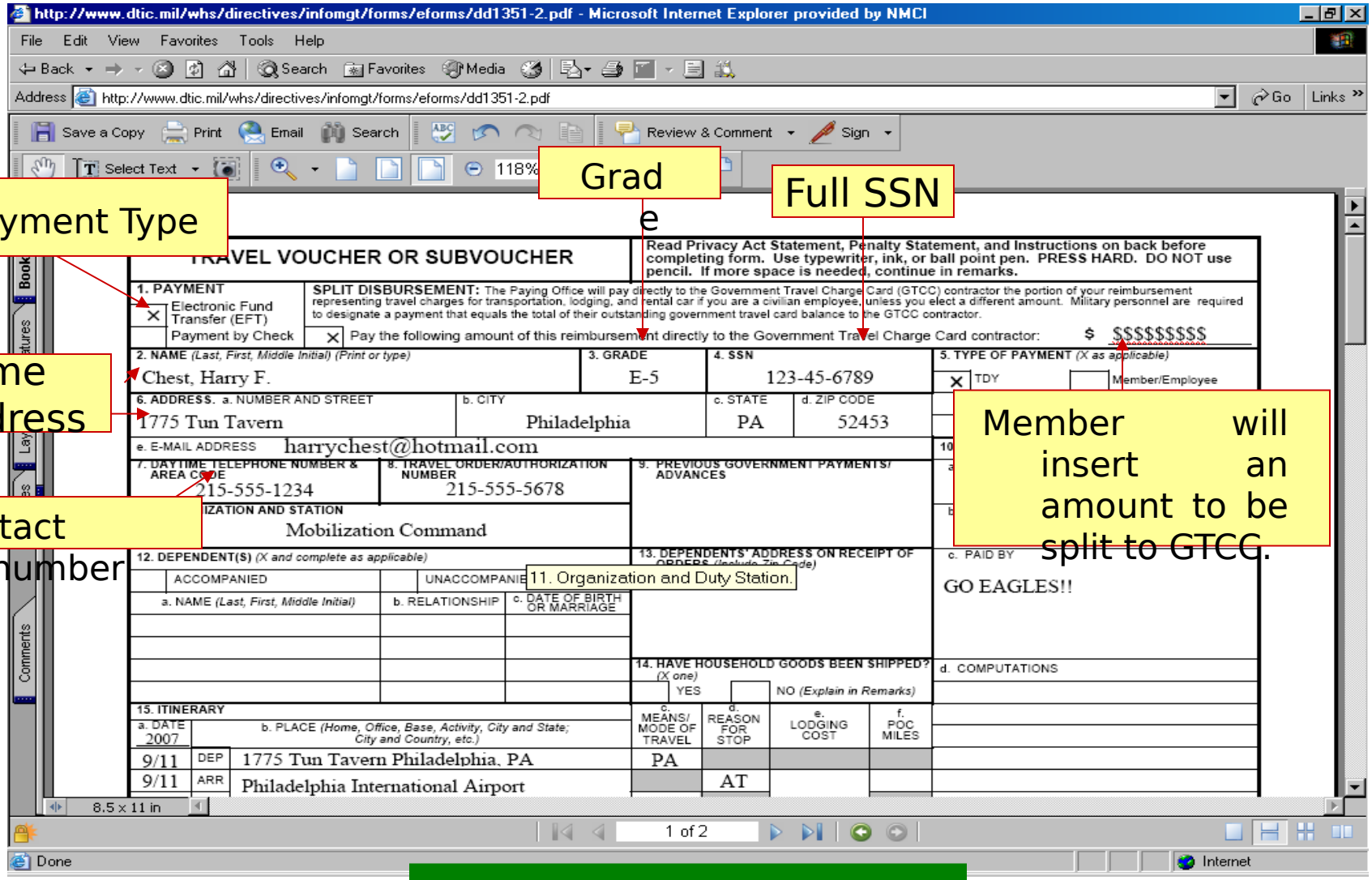
Orders and Travel Claims

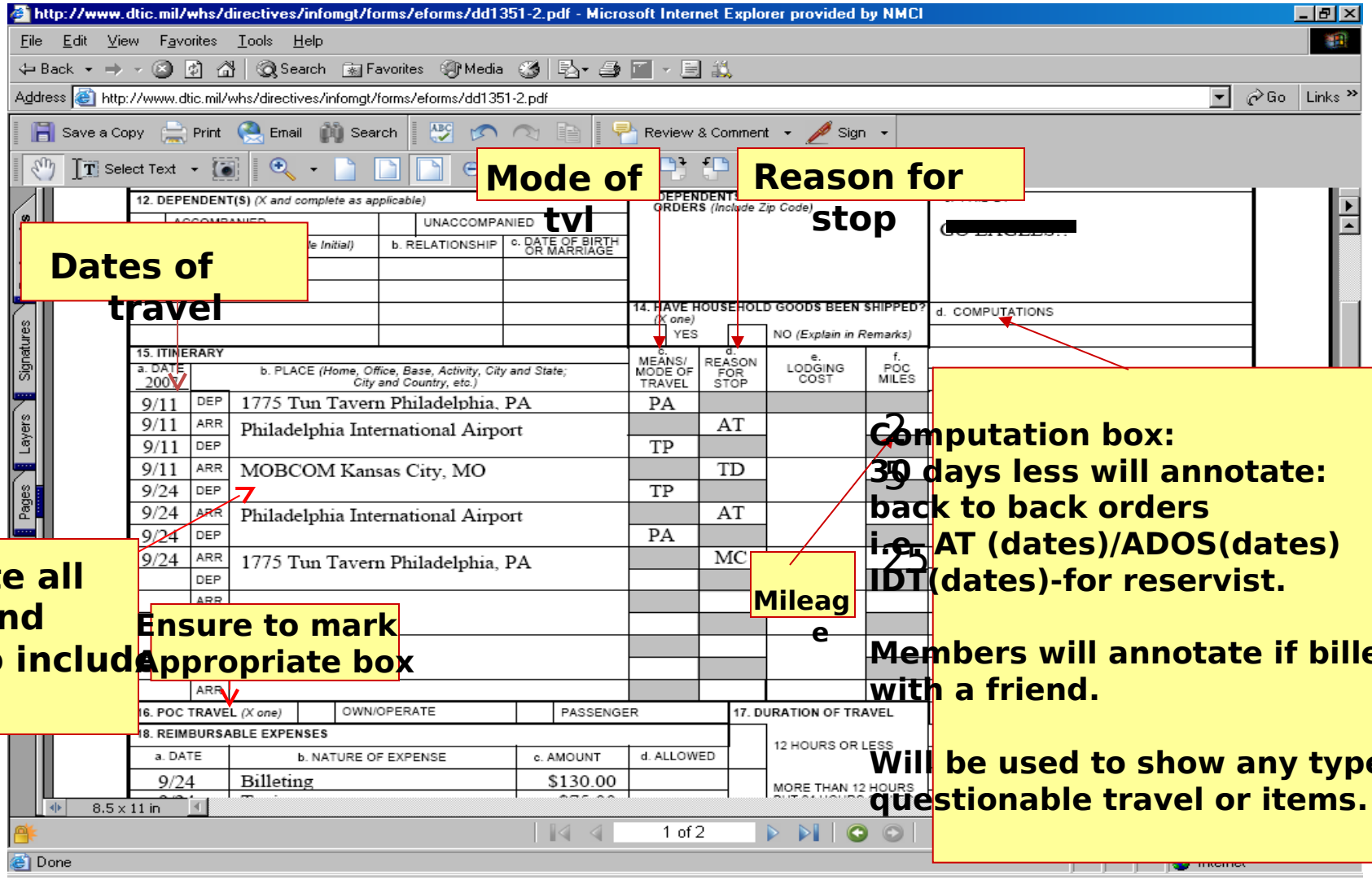
Deployment Section

January 2013

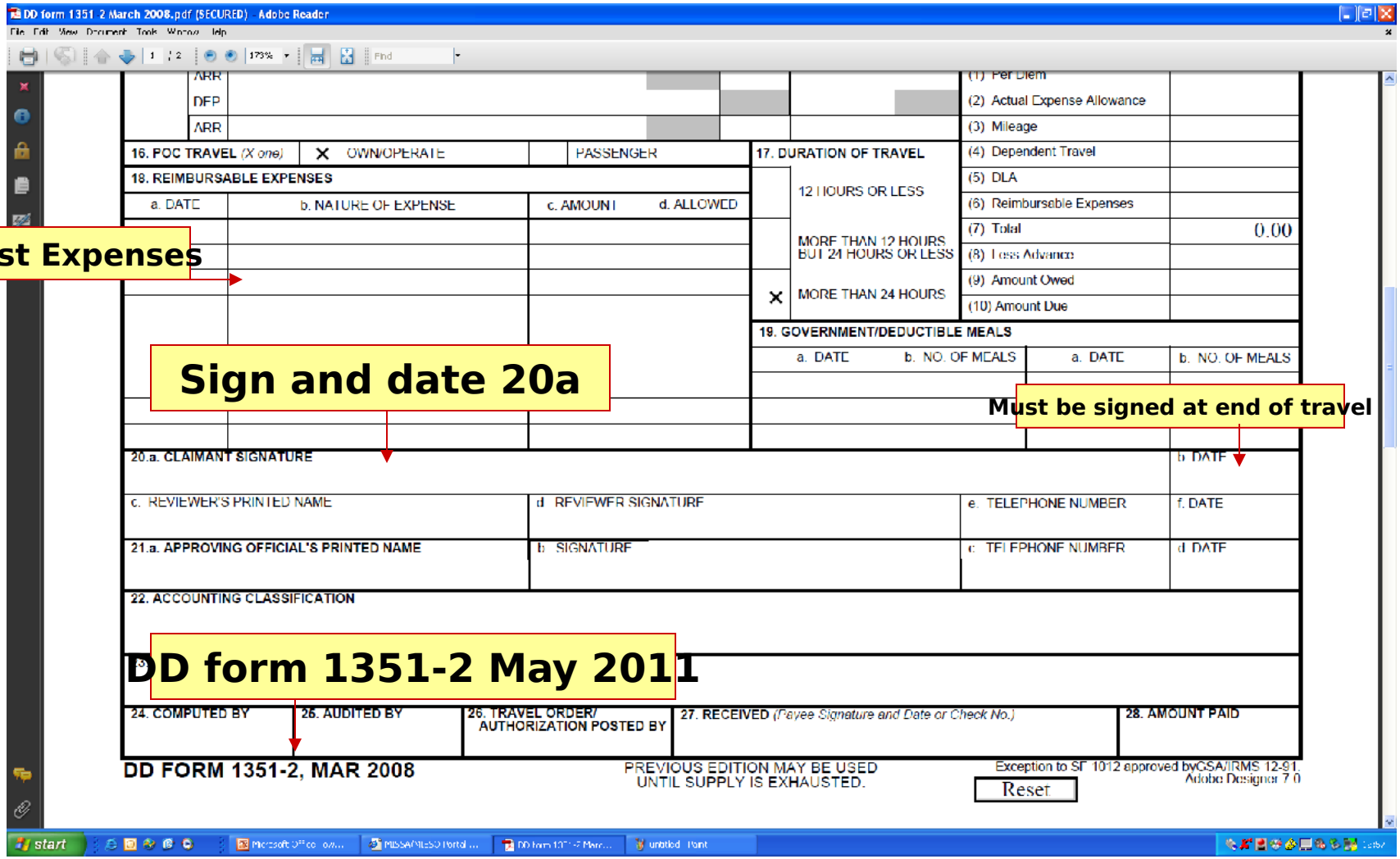
Travel Claim Submissions


http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1351-2.pdf - Microsoft Internet Explorer provided by NMCI
Payment Type
Grad
e
Full SSN
Name
Address
Contact
number
Member will insert an amount to be split to GTCC.
11. Organization and Duty Station.
TRAVEL VOUCHER OR SUBVOUCHER
Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.
1. PAYMENT
Electronic Fund Transfer (EFT)
Payment by Check
SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.
Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: $ $$$$$$$$$
2. NAME (Last, First, Middle Initial) (Print or type)
Chest, Harry F.
3. GRADE
E-5
4. SSN
123-45-6789
5. TYPE OF PAYMENT (X as applicable)
TDY
Member/Employee
6. ADDRESS. a. NUMBER AND STREET
1775 Tun Tavern
b. CITY
Philadelphia
c. STATE
PA
d. ZIP CODE
52453
e. E-MAIL ADDRESS
harrychest@hotmail.com
7. DAYTIME TELEPHONE NUMBER & AREA CODE
215-555-1234
8. TRAVEL ORDER/AUTHORIZATION NUMBER
215-555-5678
9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES
IZATION AND STATION
Mobilization Command
12. DEPENDENT(S) (X and complete as applicable)
ACCOMPANIED
UNACCOMPANIE
a. NAME (Last, First, Middle Initial)
b. RELATIONSHIP
c. DATE OF BIRTH OR MARRIAGE
13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)
c. PAID BY
GO EAGLES!!
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)
YES
NO (Explain in Remarks)
d. COMPUTATIONS
15. ITINERARY
a. DATE
2007
b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)
c. MEANS/ MODE OF TRAVEL
d. REASON FOR STOP
e. LODGING COST
f. POC MILES
9/11 DEP 1775 Tun Tavern Philadelphia, PA PA
9/11 ARR Philadelphia International Airport AT
8.5 x 11 in
1 of 2
Done
Internet

Travel Claim Submissions


http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1351-2.pdf - Microsoft Internet Explorer provided by NMCI
Mode of tvl
Reason for stop
Dates of travel
Annotate all starts and stops to include airports
Ensure to mark appropriate box
Mileage
Computation box:
30 days less will annotate:
back to back orders
i.e. AT (dates)/ADOS(dates)
IDT(dates)-for reservist.
Members will annotate if billeted with a friend.
Will be used to show any type of questionable travel or items.

Travel Claim Submissions



Travel Claim Submissions

Reimbursable items with receipt (if authorized in orders)

- Lodging and taxes
- Rental Car and Fuel for the rental only used for duty
- Mileage (to/from airport terminal)
- Mileage for Personally Owned Vehicle (POV)
- Taxi Fare
- Tips-identified
- ATM Fees-with receipts of GTCC

Travel Claim Submissions

Reimbursable Items with receipt Cont.

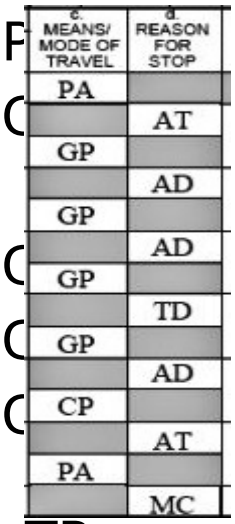
- Excess Luggage-only if authorized in orders
- Dry Cleaning ($2.00 per day) only if orders is over 7 Nights - has to be itemized
- Conference Fee if authorized in orders and must state whether or not meals were provided

Travel Claim Submissions

Filling Out Box 15c and Box 15d

Box 15C

- Personal Auto P
- Cab/Rental Car/Bus C
- Train/Subway
- Government Travel C
- Government Plane C
- Commercial Plane C
  (member paid)
- Transportation Provided TP
  (Ravenel Booked Flight)



c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP
PA	
	AT
GP	
	AD
GP	
	AD
GP	
	TD
GP	
	AD
CP	
	AT
PA	
	MC

Box 15**d**

- Authorized Delay AD
- Awaiting Transportation AT
- Temporary Duty TD
- Mission Complete MC

Travel Claim Submissions

Filling Out Box 18

- Box 18 - Cab fares, lodging, lodging tax, rental car, parking, fuel, etc. (include dates)

18. REIMBURSABLE EXPENSES			
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED
8/1	ATM Fees, Dover, DE	2.50	
8/1	Taxi Fare, Dover DE	16.00	
8/1	Hotel Tax, Dover DE	8.65	
11/1	ATM Fees, Frankfurt, GE	3.50	
11/1	Baggage Handler Fee Germany	5.00	
11/2	Taxi Fare, Frankfurt, Germany	18.00	
11/3	Commercial Airline Ticket	1200.00	

Travel Claim Submissions

avel Claim Submission Order

D Form 1351-2 May 2011

riginal orders and modification to orders

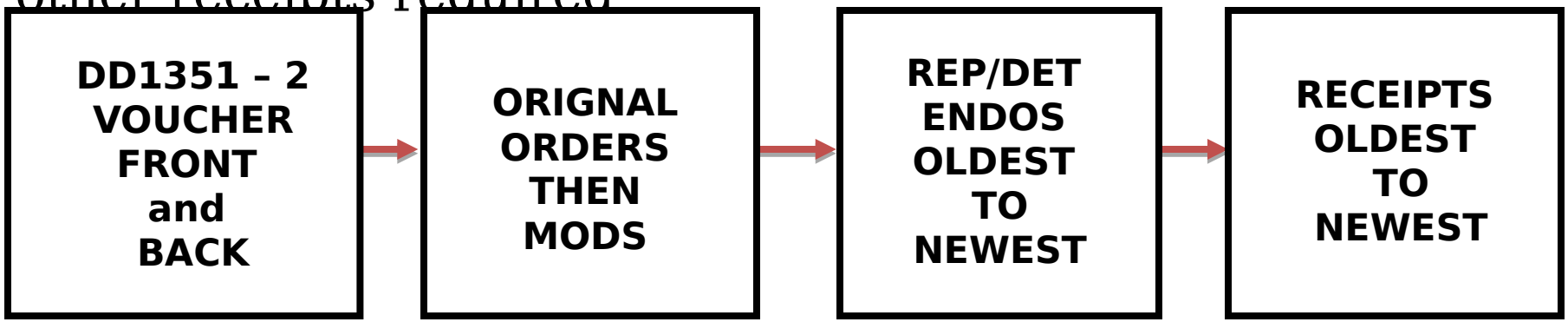
ndorsements from oldest to newest (Receiving and Detaching) with lodging/messing statement

eceipts

ero-balance lodging receipts from oldest to newest

ero-balance rental car receipts

ny other receipts required



Travel Claim Submissions

Most Common Mistakes Found:

- No Reporting/Detaching endorsements for orders designated as “Reporting orders”
  - Reporting/ Detaching endorsement must state:
    - Date member reported in
    - Date member detached
    - Quarters Availability
    - Messing Availability
    - Statement of member Commuting or Not Commuting daily
    - Commuting Order for local area per diem
- Certificate of non-availability statements when needed
- Illegible receip[illegible]ead, they can’t be

Travel Claim Submissions

Most Common Mistakes Found:

- Modification(s) not included with travel claim
- Member fails to complete and sign receiving orders endorsement
- Marine fails to sign travel claim
- Marine fails to annotate where he billeted in computation box of travel claim if there is no request for reimbursement in block 18.
- ALL PAID DUTY REQUIRES A **COMPLETE** TRAVEL CLAIM WHETHER OR NOT THE MEMBER RESIDES LOCALLY OR IN CORPORATE CITY LIMITS (no travel

Travel Claim Submissions

- Travel Claims are received through the Customer Service Center (CSC)
- All travel claims are assigned an incident number for tracking purposes
- Travel claims are printed and reviewed by a Deployment Section Clerk
- Travel claims are scanned and uploaded onto DTMS-T via Marine Online
- Travel claims are forwarded to finance for processing
- Once completed/settled by finance, customer will be notified and travel claim will be forwarded to an auditor for audit